

REQUEST FOR QUALIFICATIONS(RFQ)

REQUEST FOR PROPOSAL(RFP)

ASBESTOS/LEAD DESIGN AND MONITORING SERVICES

Contract B90625C

The Department of Public Works of Nassau County is requesting qualifications and proposals from Firms to provide Asbestos/Lead Design and Monitoring Services to the Department's Construction Management Unit: The Firm selected to provide these services will be awarded a two (2) year Agreement with an option for one (1) additional year with the County (A copy of a draft Agreement is attached to this RFQ/RFP as Attachment A).

All questions regarding this RFQ/RFP should be submitted in writing, prior to December 30, 2005, to the attention of Mr. Robert Exner, NCDPW, 1194 Prospect Avenue, Westbury, N.Y. 11590-2723.

The due date for the submittal of qualifications and technical proposals in response to this RFQ/RFP is **January 9, 2006, no later than 2:00 P.M.** The Firm shall submit six (6) copies of their qualifications and technical proposal and one (1) copy of their cost proposal in separately sealed envelopes. The proposal shall be addressed to the attention of Mr. Gary Yansick and submitted to the Nassau County Department of Public Work's Administration Support Unit, 1194 Prospect Ave., Westbury, N.Y. 11590-2723.

Electronic and/or late submissions will not be accepted.

The County reserves the right to award an Agreement to a Firm other than the Firm offering the lowest overall cost. The Agreement resulting from this solicitation, if any, shall be awarded to the highest rated responsive and responsible Firm based on the evaluation criteria set forth in this RFQ/RFP. Nothing contained herein shall obligate the County to award an Agreement on the basis of this solicitation. Any Agreement award is subject to compliance with all provisions of Federal, State and Local Laws and Executive Orders requiring affirmative action and equal employment opportunity.

1.0 Introduction

The Department of Public Work's of Nassau County, N.Y. seeks a Firm to provide Asbestos/Lead Design and Monitoring Services to their Construction Management Unit. The Construction Management Unit provides the services necessary to manage asbestos/lead containing materials (ACM – LCM) within County facilities. These services ensure that ACM/LCM is managed in compliance with all regulatory requirements and to protect the health and well being of occupants and the general public in County facilities.

2.0 Basic Services of the Asbestos/Lead Design and Monitoring Services Firm

These services include, but are not limited to, the following tasks:

...Survey, bulk sampling, inspection, investigation, and report preparation for removal or design for removal of ACM and LCM for various County projects.

- ...Assess hazards posed by the presence of ACM/LCM and recommend appropriate response actions.
- ...Plan the scope, timing, phasing, and remediation methods to be utilized on ACM/LCM abatement projects
- ...Oversee the scope, timing, phasing, and remediation methods to be utilized on ACM/LCM abatement projects.
- ...Provide comprehensive reports detailing monitoring activities at the conclusion of all asbestos /lead abatement projects..

3.0 Qualification Statement and Technical Proposal Requirements

Firms must demonstrate that they can meet or exceed the following experience requirements: Standard Form 330 (SF330).

- ...The Firm must, for the three (3) year period prior to this proposal submission, have been:

1. Certified by the New York Department of Labor for the performance of the following tasks:

1. Asbestos Air Sampling/ Project Monitoring
2. Asbestos Inspection
3. Asbestos Design

- ...The Firm must, for the three (3) year period prior to this proposal submission, have been in the business of performing asbestos survey inspections, asbestos project design, air testing and project monitoring.

- ...The Firm must, for each of the three years prior to this proposal submission, demonstrate annual gross revenues of at least \$1,500,000.00 relative to providing these services.

- ...The Firm must demonstrate that it is capable of complying with the minimum staffing requirements set forth below. Resumes and license certifications of proposed personnel must be submitted.

1. Two (2) Project Managers, each with a minimum of three (3) years experience in coordinating all phases of asbestos and lead survey, design, and monitoring services.
2. Six (6) Field Technicians, all of whom are certified as New York State Department of Labor Asbestos Project Sampling Technicians.
3. Three (3) Field Technicians, all of whom are certified as New York State Department of Labor Asbestos Inspectors.
4. One (1) Firm Associate certified as a New York State Department of Labor Asbestos Project Designer.

5. One (1) Firm Associate who is in possession of a New York State Professional Engineering (P.E.) License.

Failure to comply with these requirements will result in the Firm being Declared “non-responsive” and their technical proposal not rated.

The technical proposal should include, at a minimum, the following information:

- ... Resumes of all personnel proposed for the various tasks associated with the basic services outlined in this RFP.
- ... The Firm’s ability to provide the basic service tasks described in the RFP for the entire two (2) year period of this proposed Agreement. An organization chart of the proposed staffing to meet these requirements and the terms of the proposed Agreement must be submitted.
- ... The Firm’s compliance with Local Law 14-2002 “Participation by Minority Group Members and Women in Nassau County Contracts”. Please refer to Attachment A for all MBE/WBE requirements.

4.0 Technical Proposal Evaluation Process

The County will evaluate the technical proposals based upon the following criteria:

- ... Experience of the Firm in assignments of similar scope, size and complexity as per the terms of this proposed agreement (Twenty five [25%] of technical rating).
- ... Experience of key personnel in assignments of similar scope, size and complexity as per the terms of this proposed agreement (Twenty five [25%] of technical rating).
- ... The Firm’s proposed project organization, understanding and technical approach for dealing with difficulties on asbestos and lead related projects (Twenty [20%] of technical rating).
- ... The Firm’s previous experience with municipal clients (Fifteen [15%] of technical rating).
- ... The Firms’s ability to schedule various tasks and availability of key personnel to meet schedules (Ten [10%] of technical rating).
- ... Local Preference (Five [5%] of the technical rating). Firms having an established main office or a significant branch office in Nassau or Suffolk Counties receive preference over equally qualified non-local Firms

5.0 Cost Proposal/Agreement Conditions

The Firm's cost proposal should be submitted for the tasks as described:

... **Inspection:**

1. The Firm shall survey, investigate, identify, and assess the condition of asbestos containing materials (ACM) and lead containing materials (LCM).
2. The Firm shall collect bulk samples of suspected ACM and LCM for laboratory analysis.
3. The Firm shall provide such records and reports encompassing the materials inspected, sampled and tested. The records and reports shall be furnished upon the completion of each activity.

(NOTE: NASSAU COUNTY HAS CONTRACTED SEPERATELY FOR LABORATORY SERVICES FOR THE ANALYSIS OF ASBESTOS AND LEAD CONTAINING MATERIALS. THE SUCESSFUL FIRM UNDER THIS REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSALS WILL BE REQUIRED TO INITATE THE CHAIN OF CUSTODY FOR ANY SAMPLE TAKEN AND TURNED OVER TO THE LABORATORY PERSONNEL. THE FIRM IS ALSO RESPONSIBLE FOR PROVIDING THE NECESSARY SAMPLING MEDIA TO PERFORM THESE TESTING SERVICES).

Asbestos Inspector Cost:

- Shall possess NYS-DOL Asbestos Inspector license certifications
- Responsible for asbestos survey investigations and collection of bulk samples

\$ _____
Per Hour

... **Design:**

1. The Firm shall plan the scope, timing, phasing and remediation methods to be utilized on abatement projects.
2. The Firm shall prepare the technical documents (drawings and specifications) which describe the scope and requirements of the project, and such documents shall be prepared by a New York State Department of Labor Certified Project Designer. Please note, that should the magnitude of the project require construction documents (plans and specifications) suitable for public bidding, the Firm will be required to have a professional Engineer review and certify the construction documents prior to bidding.
3. The Firm shall prepare cost estimates for the proposed abatement activities.
4. The Firm shall meet and confer with representatives of the County as required to address all issues associated with asbestos and lead abatement project(s).

Asbestos Project Designer Cost:

- Shall possess NYS-DOL Asbestos Project Designer license certifications
- Responsible for complete design of asbestos projects

\$ _____
Per Hour

... **Project Monitoring:**

1. The Firm shall oversee the scope, timing, phasing and remediation methods being utilized on the asbestos and lead abatement projects and shall ensure that the design is properly implemented.
2. The Firm shall attend construction meetings with the abatement Contractor's representative(s) in order to provide the County with schedules for completion of abatement activities, and resolve any problems encountered during abatement activities.
3. The Firm shall perform air sampling within and outside the abatement work areas prior to, during, and after the abatement activities, as required.
4. The Firm shall prepare comprehensive reports detailing the results of the abatement activities, air monitoring and sample analysis, including test and analysis results.
5. The Firm shall advise the County as to the effectiveness of the Contractor's work practices.

(NOTE: NASSAU CONTY CONTRACTS SEPERATELY FOR THE ACTUAL ASBESTOS AND LEAD ABATEMENT SERVICES. THE SUCCESSFUL FIRM UNDER THE REQUEST FOR PROPOSALS WILL BE REQUIRED TO INSPECT AND MONITOR THE ABATEMENT CONTRACTOR'S ACTIVITIES).

(NOTE, AS PREVIOISLY STATED: NASSAU COUNTY HAS CONTRACTED SEPERATELY FOR LABORATORY SERVICES FOR THE ANALYSIS OF ASBESTOS AND LEAD CONTAINING MATERIALS. THE SUCESSFUL FIRM UNDER THIS REQUEST FOR PROPOSALS WILL BE REQUIRED TO INITATE THE CHAIN OF CUSTODY FOR ANY SAMPLE TAKEN AND TURNED OVER TO THE LABORATORY PERSONNEL. THE FIRM IS ALSO RESPONSIBLE FOR PROVIDING THE NECESSARY SAMPLING MEDIA TO PERFORM THESE TESTING SERVICES).

Asbestos Air Sampling Technician/Project Monitor

- Shall possess the following NYS-DOL license certifications:
 - Air Sampling Technician/Project Monitor
- Responsible for air sampling and on site monitoring

\$ _____
Per Hour

... **Management Services:**

Project Manager

- Responsible for survey and reports; review of contractor documents; design of projects; final compliance reports; and management of field staff

\$ _____
Per Hour

QA/QC Principle

- Responsible for executive meetings; employee performance

\$ _____
Per Hour

The successful Firm will enter into a two (2) year agreement, with an option for one (1) additional year, with the County to provide Asbestos/Lead Design & Monitoring Services. The terms of the Agreement will be similar to the draft Agreement included herein as Attachment A.

Very truly yours,

Office of the Commissioner

By _____
Joseph L. Davenport, P.E.
Deputy Commissioner of Public Works